

**Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of June 8, 2012**

The Board of Adult Care Home Administrators met Friday, June 8, 2012 at 1:00 p.m. in Classroom C of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

| <u>Members Present</u> | <u>Staff Present</u> | <u>Others Present</u> |
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| Amy Hoch Altwegg K. J. Langlais Beth Bradrick Bill Boldridge Dr. Kevin Bryant Lesia Henry Wanda Bonnel | Steve Irwin Brenda Kroll | Phyllis Kelly, KACE Rachel Monger, Leading Age Kansas Linda MowBray, KHCA Melissa Marcum, AIT John Robertson, KACE AIT Mitzi McFatrigh, KABC Christie Patrick, Topeka Presbyterian Manor AIT |

1. Call Meeting to Order

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:11 p.m.

2. Minutes of Meeting 03/09/2012

Chair Hoch Altwegg called for comments/corrections to the minutes of the March 9, 2012 meeting of the Board of Adult Care Home Administrators.

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| ACTION: Dr. Bryant moved the minutes of the 03/09/2012 meeting of BACHA be approved as presented. The motion was seconded by Bill Boldridge and carried. |
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3. CIC Report

Dr. Bryant noted that there were no new cases to report.

4. HOC Move – Governor’s ERO

Steve Irwin reported HOC is slated to move before the DBHS, formerly part of Social and Rehabilitation Services. Email addresses for staff as well as web page addresses will change. Information will be shared as soon as it is available.

5. Reports

A. NAB Test Results

Brenda Kroll provided the NAB report for the first quarter of 2012. Ms. Kroll noted that the 35% pass rate is the lowest first quarter pass rate in ten years. A total of 20 candidates tested with seven passing and thirteen failing. Of those that passed a total of five passed on their first attempt and two passed on their second attempt.

Ms. Kroll circulated copies of letters sent to candidates who fail the exam for Board consideration and comments. The letters provide the candidate’s total score for each subcategory as well as their percentage score for each subcategory. The letters also

specify the possible scores for each subcategory. In addition, the letters outline the regulatory requirements in regard to candidates who fail the exam three times and also for the requirement that the test be taken within 12 months of completing the AIT.

The Board agreed that the information contained in the letters was appropriate and no changes were suggested.

B. Temporary License Report

Ms. Kroll provided an overview of the temporary license report for the period 7/1/11 through 6/7/2012. A total of 32 licenses have expired with five licenses remaining active. All five active licensees are in the process of completing their AIT experiences.

C. June 30, 2012 Renewals

Ms. Kroll reported that a total of 324 renewal notice postcards were mailed May 14, 2012. The renewals process is going well and it is anticipated that the last couple weeks in June will be busy with many licensees submitting renewals at that time.

6. NAB Candidates Requesting Exceptions Allowing Testing More than 12 Mos after Completing AIT

A. Candidate who completed AIT in 2008

Ms. Kroll provided a summary of the request noting that the candidate works for a company who manages nursing homes, assisted living facilities and healthcare facilities. The candidate applied for license in November of 2010, passed the state examination, paid the licensure fee and provided two letters of reference.

B. Candidate who completed AIT in 2009

Ms. Kroll summarized this request noting the candidate has worked 28 years for a nursing facility in the capacity of part-time bookkeeper and 21 years as legal assistant for the local county attorney. The individual completed the AIT program after obtaining their Bachelor's Degree. They have not applied for licensure yet and have not enrolled in a test prep course for the NAB exam in case they are required to retake the AIT program.

C. Candidate who completed AIT in 2010

In summarizing the request Ms. Kroll noted that this candidate completed their AIT in 2010 and has since been working toward their Master's Degree in Gerontology which will be completed in August 2012. The candidate has also been working as a Household Coordinator at a local nursing facility. The candidate submitted a license application on April 12, 2012, has passed the state test, submitted two letters of reference and paid the license application fee.

D. Candidate who completed AIT in 2010

Ms. Kroll reported that this candidate completed both their Bachelor of Science Degree and completed the AIT program in 2010. At the time of completing the AIT program the candidate indicates they wanted to gain more knowledge in the different areas before taking the NAB exam and currently works as Business Office Manager at a nursing facility. The candidate submitted their license application and fee on April 3, 2012, passed the state exam and has two letters of reference on file.

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| ACTION: Dr. Bryant moved that exceptions be granted to all four candidates. Each candidate would be required to take the NAB exam within the next 90 days. The motion was seconded by K. J. Langlais and carried. |
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7. **Status: ANE Investigation & Reporting Process Recommended Guidelines Document**

Ms. Kroll explained that the document was drafted by a Special Task Force on Licensure Standards, Disciplinary Actions in December 1997. In preparation for ERO 41 moving HOC from KDHE to KDADS, Ms. Kroll has been reviewing policies, documents, etc. There are references to KDHE and to SRS in the document which would require updating. After brief discussion it was determined this topic will be held until after ERO 41 goes into effect, July 1, 2012.

8. **Update: Proposal for Possible Credit for Certain Experience toward 480 hour AIT**

This is a carry over item from the September and December 2011 meetings. After Board discussion it was determined that BACHA will not recommend any changes to the AIT requirements. However, if the BACHA AIT subcommittee meets in the future it may be a discussion item.

9. **Letters of Exemplary Performance and Zero Deficiency Letters**

Mr. Irwin read excerpts from five zero deficiency letters James Krehbiel, Showalter Villa, Hesston, Ks, Traci Hayden, Lakepoint Nursing Center, Augusta, Ks, Stacey Trunecek, Sunrise Assisted Living of Leawood, Leawood, Ks, Sue Ferguson, Atria Hearthstone East, Topeka, Ks and Monte Coffman, Assisted Living at Windsor Place LLC, Coffeyville Ks. Excerpts from three letters of exemplary performance were also read for letters awarded to Vincent Patton, Elmhaven East, Parsons, Ks, Traci Hayden, Lakepoint Nursing Center, Augusts, Ks and Teresa Deuel, Hodgeman County Health Center, LTCU, Jetmore, Ks.

10. **Other Business**

A. HB 2471

Ms. Kroll reported that House Bill 2471 was enrolled and signed. The bill resulted in statute changes concerning the composition of the Board of Adult Care Home Administrators.

B. Board Membership

Ms. Kroll noted that one statutory change resulting from HB 2471 is the change from two-year terms to three-year terms. The current members of BACHA will be extended by one year but for no more than two consecutive terms so no nomination requests will be required this year.

C. CE Credit – Mock Surveys

Ms. Kroll brought a request from a Kansas licensed Adult Care Home Administrator for Board consideration. The administrator would like the Board to consider awarding CE credit for participation in mock surveys. After Board discussion it was determined that while the Mock Survey may be a learning experience it would be very difficult to quantify the hours and CE credit is not awarded for going through a real survey so BACHA did not recommend awarding CE credit for participation in mock surveys.

11. Public Comment

γPhyllis Kelly, KACE introduced several AIT students who were present at the Board meeting as a part of the KACE AIT Program “Day in Topeka.”

γPhyllis Kelly, KACE reported that KACE offers two scholarships per year and will be increasing the amount to \$350.00 to cover cost of the NAB exam. The KACE AIT committee met on June 7, 2012 and are revising their resources. Their program stresses supervision by the onsite preceptor. Ms. Kelly explained that KACE also assigns a mentor. The mentor is another set of ears and AITs are required to send progress reports to the mentor weekly. Ms. Kelly suggested that BACHA may want to consider discussing the possibility of requiring each AIT program to resubmit their program every five years for review because NAB updates their Domains of Practice every five years.

Adjourn

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| ACTION: Dr. Bryant moved that the meeting of the BACHA be adjourned. The motion was seconded by Bill Boldridge and carried. |
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The meeting adjourned at 2:25 p.m.